Supporting the State Department's Women, Peace, and Security (WPS) Implementation



Project Title	Supporting the State Department's Women, Peace, and Security (WPS) Implementation
Project Summary	Support Department-wide WPS Steering Committee that is leading and organizing bureau- level implementation of the 2019 U.S. WPS Strategy, helping them to deliver on their individual WPS IP Commitments and corresponding metrics, evaluation, and learning (MEL) requirements.
Country	United States

Project Description

Support Department-wide WPS Steering Committee, including logistics for coordinating Steering Committee meetings, and other tasks including, but not limited to: slide deck construction; meeting agendas; meeting scheduling; note taking; sending summaries of meetings; coordinating presentations; and collecting, consolidating, and adjudicating input on Steering Committee activities and documents. Support bureaus as need on bureau- and mission-level plans and frameworks for implementation. Support the Steering Committee as it develops and shares new tools for the Department's WPS implementation efforts. These tools could include talking points for each bureau; bureau-led trainings; comprehensive strategic communications, messaging, and formal policy guidance; MEL tools; and other resources. Help develop a repository/portal/mechanism for the Department to document and pass on lessons learned and adjustments that should be made to strengthen design and implementation of future WPS strategies and/or improve interagency coordination. Support the Steering Committee's efforts on outreach coordination with civil society or other experts to facilitate learning exchanges in accordance to the direction of S/GWI leadership.

Required Skills or Interests

Skill(s)
Analytical writing
Cultural diplomacy
Data analysis
Data visualization
Design thinking

Editing and proofreading
Graphic design
Infographic design
Political Analysis
Research
Social media management
Storytelling/blogging/vlogging
Writing

Additional Information

None

Language Requirements

None